

## ***DETAILED INSTRUCTIONS FOR COMPLETING APPLICATION PACKAGE***

### **1. GENERAL INSTRUCTIONS**

(a) Form SSA-96-BK is used by applicant organizations requesting Federal assistance support under all research and demonstration grant programs administered by SSA. The application form is comprised of four parts: PART I--FACE SHEET (SF 424), PART II--BUDGET INFORMATION, PART III--PROGRAM NARRATIVE, and PART IV--ASSURANCES.

Please read and follow the instructions carefully to avoid delays and misunderstandings. An application may be considered incomplete and returned if it fails to follow the instructions or if the material presented is insufficient to permit an adequate review.

- Type the application using standard (8 ½" X 11") size paper and 12 point font.
- Type on one side only.
- Reproduced copies should be singled-sided.
- Do not bind or staple the applications. Secure them with rubber bands or paper clips.
- If continuation pages are required, please use standard size (8 ½" X 11") white bond paper.

All applicants *must* submit an original signed and dated application, plus at least 2 copies. Seven additional copies are optional, but will expedite processing.

(b) On all applications developed jointly by more than one agency or organization, the application must identify only one organization as the lead organization and the official applicant. The other organizations can be included as subgrantees or subcontractors.

(c) Project Duration and estimated Project Budgets:

(1) If the project duration is to be 17 months or less, the application budget sections should include a budget for the total period of the project (not to exceed 17 months). Thus, Budget Sections A, B, C and D should be completed for the total project period. Budget Section E of the application form should be omitted.

(2) If the project duration is to be greater than 17 months, the application budget sections should reflect a budget for the project's initial 12-month budget period only. Budget Sections A, B, C and D of the application should be completed to show the budget for the first year. Budget Section E should be completed to reflect the balance of the Federal funds required for the remainder of the project period. If the application is approved, funds will be awarded for the initial 12-month budget period. Funding will subsequently be provided in up to 12-month increments for the balance of the project, dependent upon satisfactory performance in achieving the objectives of the project in the initial/subsequent budget period(s), continued relevance of the project activity to SSA, and the availability of fiscal year funds.

## 2. PART I--FACE SHEET (SF-424)

The FACE SHEET (SF-424) is a multipurpose standard form. If an item on the SF-424 cannot be answered or does not appear to be related or relevant to the assistance requested, write "NA" for "Not Applicable."

**Item 1.** For the purpose of this announcement: (a) all proposals are considered "Applications" (there are no Pre-Applications); and (b) all proposals are considered "non-construction" projects (SSA programs do not have construction authority).

**Items 2.-- 4.** Self-explanatory

**Item 5.** In the address block, where applicable, be sure to include the name of the county. Also, the legal name of the applicant organization must agree with the name listed as corresponding to the Employer Identification Number.

**Item 6.** Self-explanatory

**Item 7.** (Please remember that individuals are not eligible to apply under the existing SSA grant programs.) If the applicant is a non-profit organization, enter "N" in the box and specify "non-profit" in the space marked "Other." A non-profit organization must submit proof of its non-profit status in its application at time of submission. This can be accomplished by providing a copy of the applicant's listing in the IRS' most recent list of tax-exempt organizations described in Section 501(c)(3) of the IRS code or by providing a copy of the currently valid IRS tax exemption certificate, or by providing a copy of the articles of incorporation bearing the seal of the State in which the organization is domiciled.

**Item 8.** For the purposes of this announcement, all applications are "New".

**Item 9.** Enter "Social Security Administration" or "SSA."

**Item 10.** SSA's Catalog of Federal Domestic Assistance number is "96.007" for purposes of this announcement and the title is "Homeless Outreach Projects and Evaluation"

**Item 11.** In this space: (a) Select a title that is both **short** and descriptive; (b) enter the Program Announcement Number; and (c) when applicable, if the program announcement lists two or more priority areas under which to file, enter the project priority area under which the application is submitted.

**Item 12.** Self-explanatory

**Item 13.** The start date and end date should be agreeable with the project period to be funded; i.e., if the project is to be funded for a two year period, the start date and end date must span a two year period.

**Item 14.--15.** Self-explanatory

**Item 16.** Self-explanatory

**Item 17.** Self-explanatory (applicant means the applicant organization)

**Item 18.** To be valid and acceptable for review, an application must be properly executed by an individual authorized to act for the applicant organization and to assume the obligations imposed by the requirements and conditions for any grant award including the applicable Federal regulations. If the authorized official is not available, an individual authorized to act on his/her behalf may sign as "acting for" the designated official.

## 3. PART II--BUDGET INFORMATION

Sections A, B, C, and D should include budget estimates for the whole project except when the project duration is to be greater than 17 months. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget period(s). All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

In completing these sections, the "Federal Funds" budget entries will relate to the requested SSA discretionary funds only, and "Non-Federal" will include funds from all other sources (e.g., applicant, state, local, and other). Federal funds other than requested SSA discretionary funding should be included in "Non-Federal" entries.

#### **(a) SECTION A--BUDGET SUMMARY**

Grant applicants requesting assistance to conduct activities under grant programs administered by SSA are expected to contribute a minimum of 5 percent towards the total cost of the activity. These costs must be reflected in the grant application. The budget for the activity must include funds requested from SSA and the applicant's share of allowable costs. (Note: to determine if the Non-Federal amount meets the required percentage, divide the Non-Federal amount by the Total amount.)

Use line 1 only. Leave lines 2 through 5 blank.

Columns a and b -- In column a, enter "SSA". In column b, enter "96.007".

Columns c and d -- Leave blank.

Columns e, f and g -- Enter in column e the amount of Federal funds needed to support the project for the first funding period (usually 12 months). Enter in column f the amount of the cost of the project to be borne by Non-Federal funds. Enter in column g the total of columns e and f. The amount shown in column g should agree with the amount shown in item #15.g. of the Face Sheet (Part I), exclusive of Program Income.

#### **(b) SECTION B--BUDGET CATEGORIES**

Section B contains entries for Federal (SSA) funds only.

- Use column one (1) only. Leave columns two (2) through five (5) blank.
- On lines 6a through 6h show the estimated Federal costs for each object class category. Enter costs for the initial (01 year) budget period.
- Provide a narrative budget justification (under SECTION F) that describes how the categorical costs are derived. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated.

**Line 6a-Personnel** -- Enter the total costs of salaries and wages of applicant/grantee staff only. A breakdown of the amounts and percentage of time that comprises the salary must be provided in the budget SECTION G--PERSONNEL. In computing estimated salary charges, an individual's base salary represents the total authorized annual compensation that an applicant

organization would be prepared to pay for a specified work period. The base salary excludes income that an individual may be permitted to earn outside of full-time duties to the applicant organization. Do not include costs of consultants or personnel costs of delegate/subgrantee organizations (consultant costs should be included in Line 6h-Other).

**Line 6b-Fringe Benefits** -- Fringe benefits may be requested as a direct cost to the extent that they are treated consistently by the applicant organization as a direct cost to all sponsors. As an alternative, fringe benefits may be included in the calculation of the applicant organization's indirect costs. If a fringe benefit rate has been negotiated with a Federal agency, indicate the agency and the applicable rate under SECTION F. Otherwise provide a breakdown of items, amounts, and percentages that comprise fringe benefit costs.

**Line 6c-Travel** -- Enter total estimated costs of all travel by employees of the project. Do not include costs for consultant's travel. Under SECTION F describe and justify the requested travel costs, including the purpose, traveler(s), number of trips involved, destinations, duration of trip, and projected cost per trip (i.e., local transportation, mileage allowances, per diem, air travel, subsistence allowances, etc.).

**Line 6d-Equipment** -- Enter the total estimated costs of all equipment to be charged to the project. "Equipment" means tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. However, consistent with applicant/grantee policy, lower limits may be established. Under SECTION F, list and fully explain the need for each item of equipment, the cost per unit, number of units, and total estimated cost.

**Line 6e-Supplies** -- Enter the total estimated costs of all tangible personal property (supplies) other than that included on line 6d. Under SECTION F, list/specify general categories of supplies and explain the need for the items and their costs. Show computations and other information that supports the amount requested.

Note: If computer equipment and/or software is included in the budget, fully describe and justify the need for each item.

**Line 6f-Contractual** -- Enter the total estimated costs of all contracts, including (1) procurement contracts (except those which belong on other lines such as equipment, supplies, etc.) and (2) contracts with secondary recipient organizations including delegate organizations and specific project(s) or businesses to be financed by the applicant. Under SECTION F, identify the purpose and costs associated. Also include any contracts with organizations for the provision of technical assistance. Do not include payments to individual service contractors on this line. If available at the time of application, attach a list of contractors indicating the name of the organization, the purpose of the contract and the estimated dollar amount of the award.

Note: Whenever the applicant/grantee intends to delegate part of the project to another organization, the applicant/grantee must provide a detailed budget and budget narrative for each delegate organization. The total costs of all such organizations will be part of the amount shown on Line 6f.

All applicants (except State governments) must identify and justify any anticipated procurement that is expected to exceed the simplified acquisition threshold (currently set at \$100,000) and to be awarded without competition. Recipients may be required to make available to SSA pre-award review and procurement documents, such as request for proposals or invitations for bids, independent cost estimates, etc. under the conditions identified at HHS regulations 20.CER Part 435.44 and/or Part 437.36.

**Line 6g-Construction** -- SSA programs do not have construction authority but may support limited alteration and renovation costs. Amounts included under this category must be fully explained under SECTION F.

**Line 6h-Other** -- Enter the total of all other direct costs not clearly covered by lines a through g. Such costs, where applicable, may include but are not limited to insurance, fees and travel paid directly to individual consultants, space and equipment rentals, printing and publication, computer use, and training costs. Costs identified as "miscellaneous" are not allowable. In SECTION F, itemize and fully explain all amounts entered under this category, including the methodology used in computing the cost.

**Line 6i-Total Direct Charges** -- Enter the total of Lines 6a through 6h.

**Line 6j-Indirect Costs**

Applicants which are State and local governments, enter the total amount of indirect costs. List and explain these costs under SECTION F. Indicate if the costs are claimed in accordance with an approved State cost allocation plan.

Applicants other than State and local governments, enter the total amount of indirect costs. Generally, this line should be used only when the applicant currently has an indirect cost rate approved by SSA or another Federal agency or is awaiting such approval. If the costs are claimed in accordance with an approved indirect cost rate, enclose a copy of the current rate agreement.

If the applicant organization is in the process of renegotiating a rate, it should immediately, upon notification that an award will be made, develop a tentative indirect cost rate proposal based on its most recently completed fiscal year and submit it to the appropriate cognizant Federal agency. It should be noted that when an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant.

**Line 6k-Totals** -- Enter the total of Lines 6i and 6j. The total amount shown in Section B, Column 1, Line 6k, should agree with the amount shown in Section A, Line 1, Column e.

**Line 7-Program Income** -- Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the budget total. Under SECTION F, explain the nature, source and anticipated use of program income.

### **(c) SECTION C--NON-FEDERAL RESOURCES**

This section is to record the amounts of "non-Federal" resources that will be used to support the project. "Non-Federal" resources mean other than SSA funds for which the applicant is applying.

**Use line 8 only.** Leave lines 9 through 12 blank.

Column a -- Enter "SSA".

Column b -- Enter the amount of funds and in-kind contributions to be provided by the applicant.

Column c -- Enter the State contribution. If the applicant is a State agency, enter the non-Federal funds to be contributed by the State other than the applicant.

Column d -- Enter the amount of cash and in-kind contributions to be made from all other sources.

Column e -- Enter the total of columns b, c, and d.

The amount in Column e should be equal to the amount in Section A, Line 1, Column f.

### **(d) SECTION D--FORECASTED CASH NEEDS**

**Line 13** -- Enter the amount of Federal (SSA) cash needed for the initial budget period of this grant by quarter. (Note: When the initial budget period will be more than 12 months, submit a separate sheet to show each additional 3 months or portion thereof.)

**Line 14** -- Enter the amount of cash from all other sources needed by quarter during the budget period.

**Line 15** -- Enter the total of Lines 13 and 14.

### **(e) SECTION E--BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT**

This section should only be completed when the proposed project duration will be greater than 17 months.

**Use line 16 only.** Leave lines 17 through 20 blank.

Column a -- Enter "SSA".

Columns b through e -- Enter the amount(s) of Federal funds which will be needed to complete the project over the succeeding funding periods (in years). For example, if the total funding period for the project is three years, then columns b and c would be completed to show the Federal funding requirements for the second and third year of the project (columns d and e would not be completed). **Note:** No project shall be funded beyond the maximum number of years allowed per the grant program announcement.

### **(f) SECTION F--OTHER BUDGET INFORMATION**

**Line 21**--Use this space and continuation sheets as necessary to fully explain and justify the major items included in the budget categories shown in Section B, column 1. The information provided should include sufficient detail to facilitate a determination as to

allowability, relevance to the project, and cost reasonableness.

**Line 22**--Enter the type of Federal agency approved indirect cost rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied and the total indirect expense. Also, enter the date the rate was approved, where applicable. Attach a copy of the rate agreement if it was negotiated with a Federal agency other than SSA.

**Line 23**--Provide any other explanations and continuation sheets required or deemed necessary to justify or explain the budget information.

## **(g) SECTION G--PERSONNEL**

An example for completion of this section is included on the back of the form.

### **1. Personnel**

List all personnel chargeable as a direct cost to the project by title, salary and percentage of effort. Include names for key positions only. The amount shown for "Total salaries and wages" should agree with the amount shown in Section B, column 1, line 6a-Personnel. (Note: If any portion of the personnel cost is to be charged as non-Federal costs, list the non-Federal personnel costs separate from the costs to be charged to Federal (SSA) funds.)

Enter in column 1 the annual (12 months) salary rate for each position which will be filled for all or any part of the year by an incumbent working on the project. This rate may not be more than that paid by the grantee to other employees in comparable positions or, if the grantee has no comparable positions, the rate may not be more than that paid for such services elsewhere in the community.

Enter in column 2 the number of months the position will be filled by an incumbent working on the project.

Enter in column 3 the percent of time or effort the incumbent will devote to the project during the number of months shown in column 2.

Enter in column 4 the total amount required as computed from the information shown in columns 1 through 3. Use the following formula:

$$\text{Annual Salary (Col. 1)} \times \frac{\text{No. of Months (col. 2)}}{12} \times \text{Percent of Effort (Col. 3)} = \text{Total Amount Required (Col. 4)}$$

### **2. Fringe Benefits**

Enter in the parenthesis the applicable fringe benefit rate(s). In column 4, enter the amount determined by applying the rate to the total of the salaries in column 4 to which the rate(s) applies.

### 3. Option for Salary Detail Submission

Applicants may request that the salary rates and amounts requested for individuals not be made available to reviewing consultants. To do so, an additional copy of this page must be submitted, complete in all respects, except that columns 1 and 4 may be left blank.

### 4. Function/Task Description

Attach a description of the function or task to be performed for all personnel listed.

## PART III--PROGRAM NARRATIVE

**The program narrative is to be completed in accordance with the special instructions provided in the SSA grant application kit. Therefore, please disregard the instructions provided on pages 3, 4 and 5 of Form SSA-96-BK.**